



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**
REANNOUNCED TO SOLICIT ADDITIONAL
APPLICANTS. THOSE WHO PREVIOUSLY
APPLIED NEED NOT REAPPLY.



VACANCY ANNOUNCEMENT
KA-09-05A

OPENING DATE
December 24, 2008

CLOSING DATE
January 16, 2009

POSITION
NURSE SPECIALIST
(CLINICAL APPLICATION COORDINATOR)

LOCATION AND DUTY STATION
KAYENTA SERVICE UNIT, KAYENTA, ARIZONA
INFORMATION RESOURCE MANAGEMENT DEPT.

GRADE/SALARY
GS-0610-12, \$75,025 – \$92,341 PER ANNUM*
*SPECIAL SALARY RATE UNDER 5 USC 5305

NUMBER OF VACANCIES
ONE VACANCY (252805)

APPOINTMENT
● PERMANENT
TEMPORARY
NTE: _____

WORK SCHEDULE
**● FULL-TIME
PART-TIME
INTERMITTENT

AREA OF CONSIDERATION
COMMUTING AREA
NAVAJO AREA WIDE
● IHS WIDE
DHHS WIDE

"Incumbent may be subject to work rotational shifts, overtime, weekend, holidays and call-back hours."

SUPERVISORY/MANAGERIAL
YES, MAY REQUIRE ONE YEAR PROBATION
● NO

PROMOTION POTENTIAL
YES, TO GRADE _____
● NO KNOWN POTENTIAL

HOUSING
● YES, GOVERNMENT HOUSING IS AVAILABLE
PRIVATE HOUSING ONLY

TRAVEL/MOVING
● MAYBE PAID FOR ELIGIBLE EMPLOYEES
NO EXPENSES PAID

DUTIES: This position is located at Kayenta Service Unit, Division of Information Resource Management, Kayenta, Arizona. The incumbent serves as a specialist/integrator in the implementation, training and ongoing support of multi-service clinical software applications used in the hospital and clinic setting for the Kayenta Service Unit (KSU) including Inscription House Health Center, Dennehotso Clinica, and also at the school clinics associated with KSU. Incumbent plans, develops, implements, coordinates and evaluates the service unit-wide Electronic health record program. Responsible for the implementation, training and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval. Analyzes and evaluates processes related to information flow and serves as a liaison between service lines related to these processes. Establishes effective interpersonal relationships with all levels of medical center personnel. Promotes an awareness of the importance of data validity, data security and complies with all relevant privacy acts, HIPAA rules, and computer related policies and procedures. Provides training to end-users on current software applications as needed. Works with various departments and their staff in the refining and evaluation of existing health related software modules and programs. Coordinates with IRM staff and other application coordinators to implement integrated packages, resolve conflicts, provide secondary support on related software modules. Assesses the patient and develops a plan of care for patients presented to Emergency Room (ER). Initiates treatments, medications, emergency and resuscitative measures. Consults with attending physicians and other staff members to determine and evaluate the kind of health and physical care needed. Observes and assesses the patient's clinical condition. Interprets data obtained from observation, examination, monitoring, and laboratory values. Administers therapeutic measures as prescribed by the physician. Serves as team leader, formulates work schedules. Serves as a resource person, provides guidance and leadership to staff. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC REQUIREMENTS: **EDUCATION:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-11 to qualify for GS-12.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are serving as the coordinator for the multi-service applications, consulting with the service lines and their staff in customizing software and training individuals in the daily operation of the packages. Individual will be able to provide or direct clinical nursing services in the Emergency Department.

SELECTIVE PLACEMENT FACTOR: Applicants must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. Knowledge of and skills in current professional nursing practices are required in the particular field of nursing for the position being filled.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provision of the Merit Promotion Plan must have completed 52 weeks of service at the GS-11 level to qualify for the GS-12 grade level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

*****NOTE***:** Refer to OPM Handbook Qualification Standards, Series GS-610 for complete information. No substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Human Resources Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g, reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistant Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed on and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe

your qualifications in each of the following:

1. ABILITY TO IMPLEMENT AND COORDINATE THE OVERALL CLINICAL MANAGEMENT SOFTWARE PACKAGES
2. ABILITY TO PROVIDE AND ASSESS NEEDS FOR INSERVICE TO CONTINUE EDUCATION IN PROGRESS TO DEVELOP MULTI-DISCIPLINARY PATIENT CARE MODULES
3. ABILITY TO PROVIDE DIRECT PATIENT CARE AS A REGISTERED NURSE
4. ABILITY TO COLLECT, ANALYZE, AND INTERPRET DATA TO SOLVE PROBLEMS AND PLAN PROGRAMS

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306. BOTH forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Kayenta Service Unit, Human Resources Branch, PO Box 368, Kayenta, Arizona 86033, BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. *Resume; OR
3. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position are being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT ARLENE BIG, HUMAN RESOURCE SPECIALIST, 928/697-4323 or Arlene.Big@ihs.gov

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, mailing address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 if claiming 10-points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and date held);
8. High School - Name, city, state (zip code if known), and date of diploma or GED;
9. Colleges and universities - name, city, state (zip code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). (Attach Official transcripts);
10. Work experience (paid and nonpaid) - Job, Title, Duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor;

12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill and identical additional position in the same geographic location.

COMMISSIONED OFFICERS: Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these knowledge, skills and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER KA-09-05A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
NURSE SPECIALIST (CLINICAL APPLICATION COORDINATOR), GS-610-12**

1. **ABILITY TO IMPLEMENT AND COORDINATE THE OVERALL CLINICAL MANAGEMENT SOFTWARE PACKAGES.** This person must be able to implement and coordinate all modules, softwares within individual departments including Quality Assurance, Patient Education, Research and analysis of programs. This includes the ability to evaluate the effect on the patient, patient care, and patient care outcomes of all computer-based system and makes recommendations to departmental and hospital management for improvement, quality assurance of these systems. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO PROVIDE AND ASSESS NEEDS FOR INSERVICE TO CONTINUE EDUCATION IN PROGRESS TO DEVELOP MULTI-DISCIPLINARY PATIENT CARE MODULES.** This person must be able to provide and assess the needs to for in-service and continuing education programs which develop and increase technological knowledge and skill level of nursing personnel; serves as instructor for in-service and continuing education programs. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO PROVIDE DIRECT PATIENT CARE AS A REGISTERED NURSE.** This person must be able to function as a Registered Nurse including the knowledge of health care and disease processes to provide adequate patient education, patient information, and provide direct patient care, including a working knowledge of the RPMS Healthcare Delivery System. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO COLLECT, ANALYZE, AND INTERPRET DATA TO SOLVE PROBLEMS AND PLAN PROGRAMS.** This position requires the ability to collect, analyze, and interpret data to counsel employees on the correct guidelines and established protocols of clinical-based modules and if needed seek extended management direction for the data in question. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE